Nirmala Memorial Foundation College of Commerce and Science

(Autonomous)

Re-accredited by NAAC with B++, ISO 9001-2015 Certified, Recognised under section 2(f) & 12(B) of the UGC Act 1956

Permanently Affiliated to the University of Mumbai,

Syllabus

Field Project

Semester - III

(Programme Code: UGAF03)

As Per New Education Policy (NEP) 2020

(To be implemented from the Academic Year 2025-2026)

Approved in the Academic Council Meeting held on 5Th July, 2025

Vertical – III

Name of the Course: Field Project (FP)

Sr. No.	Heading	Particulars
1	**Description the course:**	The Field Project (FP) is an experiential learning component designed to connect classroom learning with real-world socio-economic conditions. It provides students with opportunities to visit and observe field situations in rural and urban contexts, understand contemporary issues, apply theoretical knowledge, develop research and analytical skills, and propose informed and innovative solutions. The field project also promotes social responsibility, environmental sustainability, nation building, teamwork, ethical conduct and deeper learning.
2	**Vertical:**	**Co -curricular**
3	**Type:**	Co-curricular / Experiential Learning
4	**Credits:**	Field-based / Practical
5	**Hours Allotted:**	2 credits
6	**Marks Allotted:**	30
7	**Course Objectives(CO):** 1. To align classroom learning with awareness and understanding of socio-economic conditions. 2. To provide exposure to socio-economic conditions and contemporary real-world problems. 3. To integrate theoretical and practical learning under faculty guidance. 4. To enhance research skills, including knowledge discovery, analytical tools, methodologies and ethical research conduct. 5. To develop problem-solving, decision-making, teamwork and collaboration skills. 6. To foster social awareness, human values and responsible citizenship. 7. To encourage collaboration with higher education institutions, social organisations, government and non-government institutions.	
8	**Course Outcomes (CO):** CO1: Apply concepts learned in classrooms to real-world socio-economic conditions and demonstrate practical understanding. CO2: Identify and explain challenges, opportunities and cultural dimensions of socio-economic diversity. CO3: Demonstrate research aptitude, critical thinking, analytical skills and ethical conduct during field work. CO4: Apply problem-solving and decision-making skills to practical field situations.	

	CO5: Work effectively in teams and collaborate with stakeholders to achieve common objectives. CO6: Demonstrate professional integrity and ethical standards while interacting with people and organisations.	
9	**Modules:-**	
	Module 1 (Orientation and Project Planning): Purpose and scope of Field Project; objectives and expected outcomes; field-project code of conduct; selection of field area/site; identification of issue/topic; planning of visits; preparation of an action plan. Module 2 (Field Visits and Data Collection): Minimum 2–3 field visits; observation of field situations; interaction/interviews where appropriate; archival or documentary study where relevant; maintenance of activity reports and validation by the supervisor. Module 3 (Analysis and Interpretation): Organisation and analysis of field observations/data; linking field evidence with academic concepts; identification of challenges and opportunities; critical and analytical interpretation; ethical handling of information. Module 4 (Project Report and Presentation): Preparation of field project report; documentation of observations and findings; photographs/diagrams/sketches where relevant; conclusions and recommendations; submission of required certificates, declaration, appendices and other documentation.	
10	**Implementation Process:** Formation of the Field Project Committee; appointment of coordinators; field project orientation; allotment of students as per institutional guidelines; execution of the Field Project and field visits; evaluation; and student feedback after completion. Students are expected to maintain relevant records and activity reports and submit a completion certificate signed by the faculty supervisor.	
11	**Credits and Duration** : Minimum field exposure: 2–3 field visits per student. The Field Project is to be completed during Semester II or during the semester break following Semester II, as applicable under the University guidelines.	
12	**Project Report Guidelines**	Report on A4 sheets in Times New Roman, font size 12, with 1.5 line spacing; minimum 20 pages. The report should include: Title Page; Institute Certificate and Mentor Certificate; Student Declaration and Acknowledgement; Abstract (200–300 words); Table of Contents; List of Figures/Tables; Chapter 1 – Introduction; Chapter 2 – Literature Review; Chapter 3 – Methodology; Chapter 4 – Field Work Description, Observations and Analysis; Chapter 5 – Conclusion and Recommendations; References and Appendices.

13	**Internal Continuous Assessment**	20 Marks – Field visit completion, attendance and interaction, as specified under Internal Evaluation by Guide.
14	**External Assessment**	30 Marks – Methodology, data analysis, conclusion and recommendations, as specified under External Evaluation.
15	**Evaluation / Report Quality**	The detailed evaluation table also specifies project report structure and style, skills and communication, and overall report quality. The source FP document states a total detailed score of 50 (Internal: 20; External: 30).
16	**Roles and Responsibilities**	HOD: Allot guides fairly; ensure academic alignment; provide resources; use competent external experts where required. FP Coordinator: Oversee quality and effectiveness; coordinate department, students, faculty mentors and host organisations; establish evaluation and improvement mechanisms. Student Coordinators: Assist the FP Coordinator in pre-, during- and post-FP activities. Faculty Mentor: Guide students through periodic meetings; identify opportunities; monitor progress; review/approve plans; collect progress feedback; evaluate reports, presentations and deliverables. Students: Attend required field visits; maintain activity records; meet the mentor periodically; follow ethical standards; submit report and required documentation.
17	**Suggested Documentation / Appendices**	Appendix I: Guide Interaction Diary Form. Appendix II: Main Page Format of Project Report. Appendix III: College/Institute/Department Certificate Format. Appendix IV: Student Declaration. Appendix V: Student Feedback on Field Project.
18	**Prescribed / Reference Material**	Primary reference: University of Mumbai circular, Guidelines for Field Project (FP) for Undergraduate Students as per NEP 2020, approved by the Academic Council vide Item No. 6.39 and effective from the academic year 2024-25. Additional reading, institutional formats and field-specific references may be prescribed by the concerned department/mentor according to the selected project area.